

[Your Name]
[Street Address]
[City, St Zip]
[Optional – Email Address]

[Today's Date]

[Name of Recipient]
[Title]
[Company]
[Address]
[City, St Zip]

Dear [Name of Recipient]:

[Short introduction paragraph – Provide details about the product or service that is the subject of the complaint. Include dates, locations and the specifics about the item or service. If there is an account number, provide the number (be careful with credit card numbers).]

[State the issue with item or service. Provide details as to the cause. This may include malfunctions, billing issues, details that were not disclosed, etc.)

[Indicate how you would like them to resolve the problem. Provide specifics about what you are seeking. This may include reimbursement, replacement, repair, etc.]

[Indicate you are including copies of the transaction documents. State the specific documents or information you are including. This may be copies of receipts, warranties, serial numbers, etc.]]

[Indicate you look forward to their reply within a specific time period (choose a reasonable time period). Indicate you will wait until then before pursuing other options such as legal counsel or consumer protection agency assistance.]

[Indicate they can contact you about the issue and provide a contact number.]

[[See Vertex42.com](http://SeeVertex42.com) for tips and a sample complaint letter]

Sincerely (or Respectfully Yours),

(Sign here for letters sent by mail or fax)

[Typed Name]